



## **TENNIS TASMANIA BOARD MEMBER STATEMENT OF DUTY**

### **PURPOSE**

The purpose of this document is to outline the role of Tennis Tasmania and of the Board of Tennis Tasmania.

### **INFORMATION ON TENNIS TASMANIA**

- We believe playing makes life better
- Creating a playful world through tennis
- More people playing tennis, more often
- Open, welcoming and inclusive clubs and programs (members and participants welcome, diverse and inclusive programs for all)

### **MAKE UP OF THE BOARD**

The Board has up to nine members.

Six members who are elected by Tennis Tasmania members (clubs). These members are elected for a three-year term and retire on a rotating basis. Each Board Member can serve a maximum term of 9 consecutive years.

The Board can appoint three members, each with a term of up to 3 years with a maximum of 9 consecutive years. Appointed Board members are sought and appointed based upon their skills set matching the requirements identified by the Board.

### **ROLE OF THE BOARD**

- To oversee the conduct and governance of tennis in Tasmania.
- To promote tennis as a healthy activity for all ages
- To liaise with our members and their members, partners, stakeholders, staff and all levels of government
- To ensure that the sport of tennis is seen as a good corporate citizen with the game open to all who wish to participate
- To promote and assist in the development of world standard facilities

## **TENNIS TASMANIA STRATEGIC OBJECTIVES**

- Participation: To support clubs and coaches to get more people participating in tennis
- People: To attract, retain and develop great people to best serve our sport
- Places: To assist our clubs, coaches and councils to invest in and operate sustainable tennis venues
- Promotion: To promote tennis in Tasmania

## **DIRECTORS ROLE:**

### **Competencies General**

- Knowledge of a Director's responsibilities - understanding the role as well as its legal, ethical, fiduciary and financial responsibilities
- Governance and strategic performance – ensuring effective Board governance and strategic performance processes are in place contributing to a high performing Board
- Finance, audit and risk - comprehending the company's accounts and financial material presented to the Board, financial reporting requirements and some understanding of corporate finance and risk management
- Strategic expertise - reviewing the strategy through constructive questioning and suggestion, contributing to the effective decision making of the Board
- Managing people and achieving change - experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation
- Tennis/Sport industry knowledge - experience in similar organisations or industries

### **Competencies Personal**

- Integrity – fulfils duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests
- Collaborative yet curious and courageous - able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussion with management and fellow Board members where necessary
- Emotional intelligence - demonstrate self-awareness and self-management and empathy manifested through strong interpersonal skills. A Director must work well in a group, listen well, be tactful yet able to communicate a cogent and candid viewpoint
- Commercial judgment and instinct - demonstrate good business instinct and acumen assimilating and synthesising complex information
- Applies Expertise – actively applies relevant knowledge; skills and experience to contribute to effective decision making

### **Requirements**

- Act with due diligence in accordance with the Associations Incorporation Act 1964 and its accompanying regulations;
- Spend as much time as necessary to perform duties;
- Attend and contribute to Board meetings, committee meetings (as relevant), strategic sessions, Annual General Meeting, and events of the organisation;
- Preparation for and participation in the discussions and deliberations of the Board;
- Maintain confidentiality and public board unity;

- Act in a financially responsible manner;
- Ensure compliance with relevant legislation;
- Be aware of and abstain from any conflict of interest;
- Willingness to invest in developing own governance skills

### **Essential Requirements**

- Current [Working with Vulnerable People](#)
- Valid [National Police Check](#)
- Signed [Member Protection Policy Declaration](#)

### **RESPONSIBILITIES OF THE BOARD:**

#### **Planning**

- Approve the mission, vision and values of the organisation
- Review and approve the strategic plan designed to ensure the organisation is meeting objectives and business risk is managed
- Approve organisational policies, and monitor the organisation's performance against policies and strategic plan
- Review and approve relevant annual plans

#### **Human Resources**

- Select, monitor, appraise, advise, support, reward and, when necessary, change the General Manager
- Contribute to effective Board recruitment and succession planning
- Foster a positive working relationship with other Board members and organisation staff
- Review the performance of the Board annually and take steps to improve its performance

#### **Operational**

- Review results achieved by management compared with the organisations mission and strategic plan
- Approve major decisions such as major program and service changes

#### **Financial**

- Monitor financial performance
- Ensure the financial structure is adequate for the organisation's current needs and long-range strategy
- Ascertain that appropriate accounting controls are in place and that they are monitored and enforced
- Review compliance with relevant legal requirements
- Ensure appropriate risk assessment and risk management procedures are in place